DCA ESG Frequently Asked Questions

When running reports, what should my begin date be?
--We suggest that you run your report beginning 7/1/2012, which is the ESG program start date.

Outside of the Data Quality report, are there any data cleaning reports that can be run by my agency?
--We suggest that you run the "HUD APR Part I" to identify any areas of concern (i.e. Missing or Don't Know/Refused data elements) and the "Program Enrollment and Discharge" Export to identify the client records that are causing the problems.

HUD APR

-From the Reports Menu: Click Statistical
-Categories: HUD APR Format
-Report: HUD APR Part I
-Filter: No
-Enter you begin and end dates and select your program
-Click Run

Program Enrollment & Discharge Export

-From Reports Menu: Click Data Export
-Categories: Program Information
-Report: PED - Program Enrollment & Discharge
-Enter the begin and end dates
-Click Run
With this report, it includes all client records that were enrolled and/or discharged from any program within your agency during the time period you entered. If you have more than one program, you may want to Sort or Filter the report by the program name.

Do I have to have Financial (Income & Non-Cash Benefits) and Special Needs records for everyone in a household, even the children?
--Yes. There should be financial records and Special Needs records for ALL HOUSEHOLD MEMBERS at Program Entry and Program Exit.

We have received our DQ Report. Where should we go on the PATHWAYS COMPASS system to correct or add this information?
--For Name, Identification, Date of Birth, Gender, Race, Ethnicity and Veteran's Status corrections should be made on the General Information page.
--For Disabling Condition, Residence Prior to Program Entry, Zip Code of Last Permanent Address, Housing Status (at entry & exit), Income (at entry & exit), Non-Cash Benefits (at entry & exit), Special Needs and Destination corrections should be made on the Client Programs "Update Programs" page.

On the Financial pages, it is asking for a Verified Date, what date should I use?
--For Program Entry Financial records, the Verified Date should match the date of program enrollment. For Program Exit Financial records, the Verified Date should match the date of program enrollment.

According to the PED - Program Enrollment & Discharge Export, I have a "Partial" Special Needs record for my client. What does this mean and how do I correct the problem?
--This means that there are some saved responses on the Special Needs record, but some were left blank, i.e. the supplemental question. For example, if you select "Yes" for Physical disability, then you must answer the additional question "Receiving or received treatment."